

## *Form Specifications*

### **27.000 Forms—Policy**

The DMV's policy regarding forms is to:

- Make forms available to customers.
- Permit customers to procure forms from a private vendor as long as the vendor uses the most recent revision of the form.
- Permit customers to computer-generate forms (except dot matrix printing) in the DMV approved format with prior approval of the Forms and Accountable Items (FAIS) Manager. The address for the FAIS manager is:

Department of Motor Vehicles  
Forms and Accountable Items MS G202  
2570 24th Street  
Sacramento, CA 95818

DMV also allows forms, other than those exclusions shown below, to be photocopied (white forms with black lettering only). Typeset or offset printing, including laser printing, is acceptable. Dot matrix printing is not acceptable. Photocopies of signatures **are not** acceptable.

**Exclusions**—The following forms **cannot** be reproduced:

- The Vehicle/Vessel Transfer and Reassignment Form (REG 262).
- Accountable or controlled forms with serial press numbers.
- Certificates (for example, ownership, registration card, driver education).
- Publications including manuals, inserts and information, or instruction sheets.
- Licenses and special certificates (photo and temporary, in any form used to reproduce driver licenses).
- Driver license applications (DL 44).

**27.005 General Guidelines for Bulk Forms**

Local DMV offices and DMV headquarters units will provide a maximum of 25 copies of a particular form if it does not deplete their supply. If a form cannot be supplied, you will be sent one copy of the form so that you may secure a supply by other means.

**NOTE:** Many DMV forms are available and can be downloaded from the DMV Web Site, *www.dmv.ca.gov*.

The department's Inventory Control Operations (ICO) in Sacramento will fill a six-month supply of a form (based on your usage) if it does not deplete DMV's stock.

Requests for bulk forms are generally processed within five working days of receipt of the request. You will be advised if forms are not currently available.

**NOTE:** You may refer to the department's *Procedures for Ordering DMV Forms in Bulk* Fast Facts (FFDMV1) for information.

**Ordering Bulk Forms**—Submit your request on letterhead, indicate form(s) by form number or form title, quantity needed, street address for delivery (not a PO box) and telephone number in writing to the address shown below.

Department of Motor Vehicles  
Materials Management Section  
Inventory Control Operations  
4201 Sierra Point Drive, Suite 112  
Sacramento, CA 95834-7900  
FAX Number: (916) 928-7900

You may call (916) 928-7901 if you have a question on your order.

**27.010 Reproducing Department Forms**

All reproduced forms **must** contain the same information as the original, be legible, and match the original form. It is your responsibility to check with the DMV regarding the latest revision of the form. The following must be reproduced exactly.

- Size of the finished form.
- Format (precise placement of text, graphics, and margins).
- Content (latest revision).
- Number of pages or sides.
- Overall legibility must be equivalent or better.
- Typeset font size.
- Type face (Helvetica or equivalent).
- Paper weight and color (of paper and ink).
- Form number and revision date.
- One-fourth inch blank margin on all sides of the form.

**27.010 Reproducing Department Forms, continued**

- Necessary indices or markings for microfilm processing.

**NOTE:** Prior approval from FAIS is suggested before reproducing departmental forms. FAIS can be contacted at (916) 657-7836.

**Additional Information**—You may not reproduce the following:

- The DMV logo.
- The California State Seal.
- Any reference to the Office of State Publishing (OSP) **or** a 7-digit number at the bottom right hand corner of the form.
- Barcoding

**27.015 Acceptance of Reproduced Forms by the Department**

The department continually reviews the forms submitted for acceptability. Any form that **does not** conform to the above guidelines may be returned to you with a request for the appropriate form.

